

## Submitting Names for Temple Ordinances



*“I invite you to prayerfully consider what kind of sacrifice—and preferably a sacrifice of time—you can make to do more family history and temple work this year.”*

President Russell M. Nelson  
Family Discovery Day – Roots Tech February 11, 2017

### Policies and Answers to Questions about Submitting Names for Temple Ordinances

Temple ordinances can be performed for the following:

- Direct line ancestors - (parents, grandparents, great-grandparents etc., and their families)
- Biological, adopted, and foster family lines
- Collateral family lines - (uncles, aunts, cousins, and their families)
- Descendants of your ancestors
- Possible ancestors with probable relationship example: people with the same surname in a small town or village.

From the Help Center

Possible ancestors, meaning individuals who have a probable family relationship that cannot be verified because the records are inadequate, such as those who have the same last name and resided in the same area as your known ancestors.

Do not submit ordinances for individuals from the following groups:

- Famous people
- Those gathered from unapproved extraction projects
- Jewish Holocaust victims

## Requesting temple ordinances for people not related to me

Published September 16, 2020

Please do not request temple ordinances for someone you are not related to unless you have obtained permission from a close living relative. A close relative is an un-divorced spouse, adult child, parent, or sibling.

You can perform temple ordinances for aunts and uncles to whom you are biologically related. You can also do temple ordinances for their spouses and children. However, you should not do temple ordinances for the spouse's extended family (parents, siblings, and so forth).

Similarly, please do not request ordinances for victims of The Jewish Holocaust unless you are an immediate family member or have obtained the appropriate permission. Also, do not perform ordinances for names gathered from unapproved extraction projects.

Having received permission from a person, prior to his/her death, to perform their temple ordinances after their death, **does not qualify** as getting permission from the closest living relative. Permission from the closest living relative is still required.

## FamilySearch 110-Year Rule

To perform ordinances for a deceased person who was born within the last 110 years:

- The person must have been deceased for at least one year.
- You must **either**:
  - A.** Be one of the **Closest Living Relatives**, defined as:
    - An **Un-divorced Spouse** (the spouse to whom the individual was married when he or she died)
    - An **Adult Child**
    - A **Parent**
    - Their **Sibling** (brother or sister)

### **B.** Or obtain permission from one of the **Closest Living Relatives**

- The Church Policy relating to temple ordinance submissions will appear. If the person was born within the last 110 Years, you will be required to submit a form verifying your permission from one of the closest living relatives.
- Click on Request Permission and the Request Permission sheet will appear. Fill out sheet and submit.

**Request Permission** Close

Because you are not a close relative (a spouse, parent, child, or sibling) and he or she was born less than 110 years ago, the reservation request needs to be reviewed. When the review is completed, you will be contacted. All fields on the form must be completed to submit.

Robert Caldwell McFaddin  
1925-2008 • K2FA-P45

My Email Address: hmaxfad2011@gmail.com

My Phone or Text: 555-555-5555

My Relationship to Deceased:

Required input

By submitting this form, you are certifying that you have received permission from a close living relative (a spouse, parent, child, or sibling of the deceased) to perform these temple ordinances. Please provide the name, contact information, and relationship to the deceased of the one granting permission. FamilySearch reserves the right to contact the person granting permission, if necessary.

Required input

Submit Cancel



## Standardization of Places and Dates

To qualify for temple ordinances, both a standardized date and place are required.

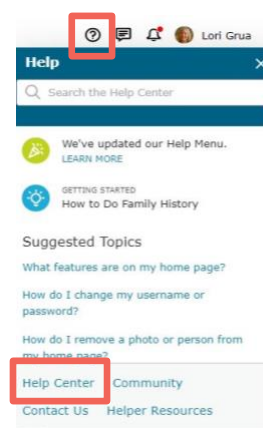
- Name - must follow certain guidelines. For example, do not fill in any word for an unnamed child other than the surname.
- Date - DD/MM/YR (month must be spelled out).
- Place - the standard is: City, County, State, Nation – all spelled out. A standardized place must contain at least the name of the country.

## Finding Policies and Answering Questions about Submitting Names for Temple Ordinances

Find answers to questions about Temple Ordinance Policies by clicking the question mark in the upper right corner of the screen.

1. Get Help  Type directly into Search Box, or go to:
2. Help Center
3. Temple Icon 

Type words or phrases into the search box and Search. Various answers will be displayed.

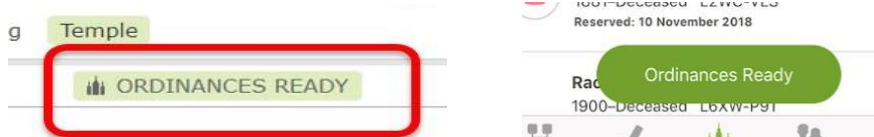


## Identifying and Reserving Names for Temple Ordinances.

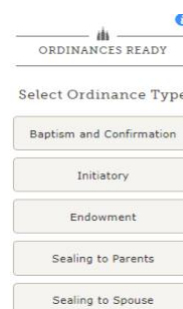
### The “Ordinances Ready” Feature

This wonderful new feature makes it easy to reserve temple ordinances for our ancestors. It works essentially the same way on the desktop and mobile devices.

1. Go to the TEMPLE tab on the desktop, or Temple ICON on your mobile device.
2. Click on “Ordinances Ready” on either the desktop application or the mobile device.



3. Choose which ordinances you wish to perform.



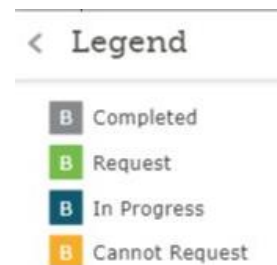
The system will search for ancestors in the following order:

1. My Reservations list.
2. My Shared Reservations that have been shared with the temple.
3. Related to me – Shared with temple by someone else.
4. Related to me – Green temple from the Tree.
5. Unrelated -- Shared with Temple – this is no different than getting a name from the temple.

## Identifying and Reserving Names for Temple Ordinances from the Family Tree Landscape View

This method will show temple ordinances needed for anyone in the family.

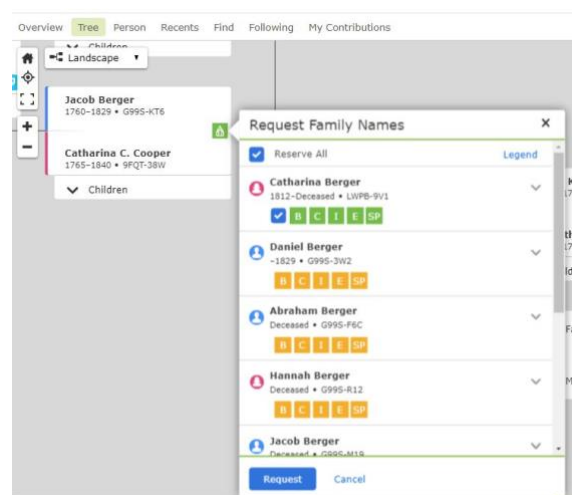
- Click on any name in the Landscape view to display their **Summary Card** and review the temple boxes TEMPLE B C I E SP SS
  - *Slowly* hover over the boxes to see the status of each ordinance, and dates for completed ordinances.
  - The meaning of each color will be defined in the pop-up description. For example, light green boxes indicate that ordinances may be requested.
  - To see what each color represents, open the **Legend**



- From the Landscape view, look for ancestors who may need temple ordinances by looking for a **Green Temple** icon on the right side of the summary card.

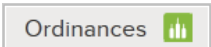

Use the scroll bar at the right to view each family member. Scroll to the bottom of the page to see all family members who might need ordinances.

- Review the list and click **Request** to reserve the ordinances, *after* you have checked for **possible duplicates** and are confident that temple ordinances have not been previously completed.
- **Possible Duplicates:** It is important to **merge duplicates** *before* submitting requests, to avoid duplicating temple ordinances. The system will not allow requests to continue until possible duplicates are resolved.





## Identifying and Reserving Names for Temple Ordinances from the Person's Detail Page

To reserve ordinances for an individual from the Person's Details Page:

- Click Ordinances tab 
- Click Request Ordinances  [Request Ordinances](#)
- Follow the same steps as above to review and request ordinances.

## Identifying and Reserving Names from the Descendancy View

1. Find an ancestor who was born about 1830 or before, and who probably had children.
2. Select the ancestor, click 'View Tree' on the summary card and change the view to **Descendancy**.
3. Expand the descendants of your ancestor by clicking on the right-pointing arrows  or by selecting the number of generations to expand in the box . Then, look at the icons on the right.



The green **Temple** icon identifies missing temple ordinances.



The blue **Record Hints** icon suggests there may be records available for this individual.



The purple **Research Suggestion** indicates possible gaps or missing family members.



The red **Data Problem** icon warns of potential data problems.

4. Look for both the **Record Hints** and the **Research Suggestions** icons together.



This means there are records for the person and possibly missing family members to add.

NOTE: **Always** check for duplicates and verify information before reserving a name for temple ordinances.

## Temple “All Reserved” List





The Temple “All Reserved” List is located under the “Temple” tab in the Main Menu, and displays:

- **All Reserved**—All reserved ordinances
- **Not Printed**—Ordinances which have been reserved but not printed
- **Printed**—Family Ordinance Request (FOR) has been printed
- **Shared**—Ordinances which have been shared with the temple

## FamilySearch Temple Icons - Legend

The meanings for the colored icons are available in FamilySearch by clicking on the “Legend” above ‘Date Reserved’


< Legend

	Completed
	Request
	In Progress
	Cannot Request


- Grey--Completed
- Green--Available to Request
- Blue--In Progress, not yet printed, or requested by someone else
- Yellow--Cannot Request. Not enough information or dates not standardized, etc.

## How to Share Names with the Temple, Family and Friends

### How to Share ordinances with the Temple:


1. Click the box next to the names you want to share with the temple.
2. Click the down arrow  icon, then choose “Share with Temple”

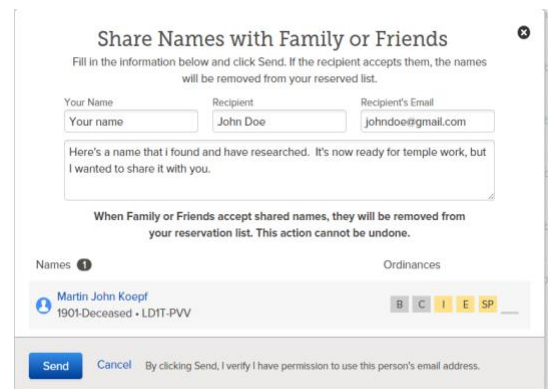
If you have already printed a Family Ordinance Request (FOR) or Temple Cards and decide you want to **Share** ordinances with the temple:

1. Click the **Printed** tab
2. Check the box for the individual(s)
3. Click the down arrow on  icon, then choose “Share with Temple”

The ordinances are now shared with the temple. They will remain in your Temple “All Reserved” List until the ordinances are completed.

### How to Share Ancestors Names with Family or Friends

1. Check the box next to any ancestor reservation you would like to share with a family member or friend.
2. Click on down arrow on  icon, then click on “Share with Family or Friends”
3. A box appears similar to this:
4. Enter the name and email address of the family or friend recipient, and then click Send



Share Names with Family or Friends







Fill in the information below and click Send. If the recipient accepts them, the names will be removed from your reserved list.



Your Name: \_\_\_\_\_ Recipient: John Doe Recipient's Email: johndoe@gmail.com

Here's a name that I found and have researched. It's now ready for temple work, but I wanted to share it with you.

When Family or Friends accept shared names, they will be removed from your reservation list. This action cannot be undone.

Names: 1 Ordinances

 Martin John Koepf 1901-Deceased - LDIT-PVV     


  By clicking Send, I verify I have permission to use this person's email address.

5. Shared reservations will be marked with an envelope icon and remain on your reservation list until they are accepted by your family or friend.
6. When accepted, the reservation will disappear from your list. If your invitation is not accepted in two weeks, the share


envelope icon will be removed, allowing you to print, share, or unreserve your ancestor's ordinances.

## Printing Family Ordinance Requests (FOR) and Temple Ordinance Cards

To **Print** a Family Ordinance Request (**FOR**):

1. Check the box by the name of each person whose ordinances you wish to print (this will activate the Print button)
2. Click 
3. If you wish to print limited ordinances, such as Baptism and Confirmation only, click the appropriate circle(s) such as B and C, leaving the other circles unchecked. The card will print with the B and C spaces open, and the others will be blocked.
4. Take the printed Family Ordinance Request (FOR) to any temple to print the temple cards.

Ordinances should be performed in order (baptism, confirmation, initiatory, endowment, and then sealings). When just the baptism, confirmation, and endowment ordinances are selected, the sealing ordinances will appear as "Waiting"

 Waiting

**NOTE:** When the system creates a Family Ordinance Request (FOR), it is displayed as a PDF file. You can e-mail this file to family or friends rather than giving them a printed copy or the printed temple cards.

To **Re-Print** a Family Ordinance Request (**FOR**) Form and Temple Ordinance Cards

1. If Family Ordinance Requests or Temple Ordinance Cards are lost or destroyed, **Re-print** them from the Temple "All Reserved" List
2. Check the box for the individuals or couples whose cards you need to reprint.
3. Click **Print**

**Note:** If you reprint cards and then find the originals, destroy the originals and use the most recently printed cards.